

## February 8, 2006 Airport Commission Minutes

Chairman Schober called the meeting to order at 8:05 a.m. Vice-chairman Crowley, Commissioner Bruce and Commissioner Bluemke were present. Others present: Val Ramos, Airport Admin; Steve Betzler, WAC/AOPA; Glen Krohn, Aeroclastic; Don Strode, Hangar Owner; Andy Groth, Tower Chief; Julie Nunes, Spring City Aviation; Dick Manke, County Board; Lee Esler, County Board; John Lotzer, Waukesha Flying Services (WFS); Chris Wodushek, WFServices; Michael Neau, Airport Admin; Ray H Dalman, WFS; and Keith Markano, Airport Manager.

Before addressing the first agenda item, Chairman Schober welcomed Duane Bluemke to the Airport Commission. Mr. Bluemke replaced Jack Safro who resigned from the Commission in August 2005.

**Approve/modify minutes of December 14, 2005** – A motion to approve minutes of December 14<sup>th</sup> was made by Vice-chairman Crowley with a second by Commissioner Bruce. The motion passed.

**Public comment/correspondence** – Mr. Markano informed the Commission of the upcoming WI Aviation Conference to be held May 1<sup>st</sup> to the 2<sup>nd</sup> in Green Bay. If anyone is interested in attending, please contact Mr. Markano.

**Chairman's report** – When Chairman Schober met with the County Executive in January, there was some discussion on storage for the Airport snow removal equipment. Various properties around the Airport were mentioned as possible sites for storage. As a result of this meeting, Chairman Schober said he requested Item 6 be on the February Airport Commission Agenda.

**Discussion and action on assignment of Waukesha Jet Center lease agreement (2611 Aviation Drive) to Trajen Flight Support LP** – Mr. Markano addressed this item to the Commission. This is the new hangar that was built in 2005 next to the main terminal building. Assignment of this lease agreement would be like any other individual hangar lease on the Airport. Mr. Markano is looking for approval from the Commission contingent upon receipt of the proper documents and review and approval by Corporation Counsel. Chairman Schober asked Mr. Lotzer if this agenda item was tied into this meeting's agenda item #5. Mr. Lotzer replied it was. Vice-chairman Crowley made a motion approve the assignment of the Waukesha Jet Center lease agreement to Trajen Flight Support LP upon the review of all documents by Corporation Counsel and approval of the sale of WFS by the County Board. Commissioner Bruce made a second. The motion passed.

**Review and discussion on notification to Waukesha County from John Lotzer, Waukesha Flying Services, Owner/President, of intent to sell controlling interest of the Fixed Base Operator** – Mr. Markano explained that this request is covered in the fixed base lease and operations agreement. Article 18 Defaults & Remedies of the agreement states "A sale or transfer of stock in Lessee's corporation which divests the present stockholders of controlling interest without the written approval of the County, such approval not to be unreasonably withheld." Corporation Counsel has reviewed the letters submitted by Mr. Lotzer to the County regarding this request. Mr. Markano met with Corporation Counsel to discuss this subject. Corporation Counsel suggested Mr. Markano meet with a working group from the County to review this subject. Chairman Schober asked Mr. Lotzer if he wanted to address the Commission. Mr. Lotzer said that Trajen has a very good handle on what Waukesha Flying Services is trying to do at the Airport. Providing turbine aircraft maintenance has been difficult for WFS. He said it is very hard to develop and build facilities to meet these needs and WFS would be financially unable to do this. Trajen has expressed an interest in Waukesha and WFS and is willing to provide this type of service to the Airport. Mr. Lotzer feels Trajen will do a good job with the fixed base operations services in Waukesha County. He said this would be a positive and long-term operation. Commissioner Bluemke asked how this operation is going to work. He wanted to know if Trajen would buy WFS lock/stock and barrel they would then be

under contract to provide full-based FBO services at the Airport. Mr. Markano answered that Trajen must still meet the required Airport Minimum Standards. A name change may be made in the flight school, which Mr. Lotzer would still be operating along with the charter services. Mr. Lotzer said he would not move forward with the sale if he did not feel comfortable with Trajen's sincere interest in taking over the FBO services. Mr. Lotzer was assured the existing staff would stay with the new company. The pilots would go with Mr. Lotzer's charter operations. This was not an easy decision for Mr. Lotzer to make. But he is confident that Trajen will provide the necessary FBO services required and will also be able to offer qualified aircraft maintenance service required by airport users. Mr. Ted Hamilton, Trajen Vice-president of Operations addressed the Commission. Trajen information handouts were given to the Commission for review. Mr. Hamilton said the quality of service Trajen offers is the same for a Piper Cub aircraft and a Cessna Citation aircraft. Their main focus is the service level of the FBO. Aircraft flying into Waukesha would receive the same treatment as Trajen FBO's in Cincinnati or Houston. Trajen would like to see Waukesha's FBO go to the next level. Mr. Hamilton said Trajen's concern is safety first and customer service second. Vice-chairman Crowley asked if Trajen would make any changes to update the facility. Mr. Hamilton said that would depend on what changes are necessary to make. The rental car agreement WFS has would remain the same. Trajen is here to support the community. Rates for maintenance or fuel would depend on the market, same as any other business. Regarding fuel prices, Mr. Betzler asked if Trajen would consider offering a deal to based aircraft at the Airport. Mr. Hamilton replied special handling would be on a case-by case basis. Chairman Schober said he would like to hear feedback from the County working group. The Commission made a recommendation that Mr. Markano proceed with the working group and bring back information at the next meeting.

**Discussion and action on Bryant property (Silvernail Road)** – This is the Century Fence property on Silvernail Road. This property became available because they outgrew that location. This area is shown on the Airport ALP (Airport Layout Plan) as area for future general aviation or air cargo development. This potential property acquisition was discussed at the last budget review meeting in 2005 with then County Executive Finley. This land acquisition would be eligible for 90/5/5 cost share. At this meeting the Department of Administration participants agreed this acquisition made good strategic sense and directed the Commission to further explore this property. Century Fence has a garage structure that would accommodate Airport snow removal equipment for storage. In his meeting with the County Executive, Chairman Schober said he was told to explore what steps to take regarding this property. Chairman Schober said this property meets the required airport guidelines for storage of this type of equipment. Chairman Schober said he spoke with former Commission Chairman Mr. Ray Perry about this property and asked if he would speak to the Bryant's (owners of the property) on the Commission's behalf. Mr. Perry agreed to act as liaison for the Commission. Commissioner Bruce asked where the funds to purchase this property would come from. Mr. Markano said funds from the AIP program for any federally eligible portions and also some funds possibly available from the Southeast Hangar Area Project to make this purchase. The existing storage building at 2000 square feet was built in 1967 and does not meet the requirements of several Airport Advisory Circulars. A new building is needed to store the new truck and other snow removal equipment. Mr. Markano said the Century Fence structure has approximately 6500 square footage; this could accommodate all of the airport snow equipment. Vice-chairman Crowley made a motion for Mr. Markano to proceed and gather further information for this property acquisition. Commissioner Bruce made a second. The motion passed.

**Discussion and action on conceptual approval of hangar construction plans for 2333, 2335 and 2337 Aviation Drive (Roger Dibble, Venture Development)** – Due to a conflict of interest, Chairman Schober excused himself from this agenda item, gave the Chair to Vice-chairman Crowley, then left the room (9:13 a.m.). Mr. Markano presented the building plans to the Commission in Mr. Dibble's absence. Mr. Dibble was requesting the Commission's conceptual approval of these plans and would submit completed plans as required upon approval. Commissioner Bluemke made a motion to approve the conceptual plans submitted at today's meeting for lots 2333, 2335 and 2337 Aviation Drive. Commissioner Bruce made a second. The motion passed.

Chairman Schober was called back to the meeting (9:16 a.m.)

**Discussion and action on removal of old Civil Air Patrol T-Hangar** – Mr. Markano addressed the Commission. Mr. Markano met Greg Stern (Mead & Hunt) about the upcoming 18/36 Project. Mr. Markano and Mr. Stern walked the construction sites as part of the project is to fill and grade the safety area on the north end of the runway. During this walk it was noted that there is an old hangar west of the approach end of runway 18, which would interfere with this project. The hangar was originally owned by the Crites brothers, and was adjacent to the old terminal building. Some time later it was moved to its present location. In the 70's a handshake deal was made giving the hangar to the CAP. In November of 1999 the Airport received a letter from the CAP that it had no official interest in the old hangar and had not been used for quite some time. The letter also stated there was an open-ended lease with Mr. Krohn, but there is nothing in writing to substantiate this. In 2000, the Airport Manager Glenn Januska met with Corporation Counsel and it was concluded that since the hangar is on County land and there is no lease agreement in place, the Airport/County could do what they want with the hangar. The WAC was asked if they were interested in the hangar, but since it does not have any historical significance they said no. At one time, the Poplar Grove Wings and Wheels Museum expressed interest in this hangar. Mr. Krohn wants the hangar but does not have any place to relocate it; he did state he might know someone who is interested in relocating the hangar to Watertown. Mr. Markano is asking the Commission to allow him to proceed with removal of the hangar and permission to ask Mr. Krohn to remove any personal belongings he has in the hangar. Chairman Schober asked Mr. Krohn if he understood what was discussed and what the Commission would do with the hangar. Mr. Krohn said he understood what would be done since a lease agreement was never drawn up. A motion was made by Vice-chairman Crowley to 1) approve Mr. Markano's request for removal of the hangar and to work with Mr. Krohn to have all personal belongings removed by a deadline of May 1, 2006; 2) if Mr. Krohn does not have someone relocate the hangar, to contact Poplar Grove regarding interest in the hangar; and 3) Mr. Markano to work on drawing up the necessary paperwork for ultimate disposition of the hangar. Commissioner Bruce made a second. The motion passed.

**Discussion and action on possible locations for storing spoil from the Southeast Hangar Area on Airport** – Mr. Markano informed the Commission that field surveys for the project have revealed there will be more soil coming out of the hangar area than what is needed for the 18/36 safety area. Mead & Hunt has identified potential sites for landscape berming and sites for stockpiling for use on runway ten-approach end safety area. A suggestion was made for berming by the fuel farm. A motion was made by Commissioner Bruce to have Mr. Markano work with Mead & Hunt to look for various locations to store spoil from this project. Commissioner Bluemke made a second. The motion passed

**Discussion and action on potential Southeast Hangar Area Phase II sanitary sewer** – After conducting field surveys in the Southeast area, Mead & Hunt informed Mr. Markano that providing sanitary sewer for this area would not be practical. Because of elevation problems in this area the sanitary would need to connect to the main on Pewaukee Road and not along Northview. This would be a longer run and would just meet code for minimal depth and would have a potential for freezing problems. Also, several 90-degree bends would have detrimental affect on flow and cause potential blockage problems. A force main would be required to make a system that would be reliable. To do this would cost a considerable amount of money and would increase the cost of the Southeast hangar area. Mead & Hunt recommend not putting in sanitary sewer and have holding tanks in this area. The Commission asked if the City would allow holding tanks in this area. Mr. Markano was asked if a lift station would be possible. He replied that he would look into the cost for this. Commission would like hook up to Northview if at all possible. Vice-chairman Crowley made a motion for Mr. Markano to call the City to inquire about holding tanks in the Southeast area and to work with Mead & Hunt to look at other options for sanitary in this area. Commissioner Bruce made a second. The motion passed.

**Airport Manager's report** – Mr. Markano said he did not have anything for his report. Mr. Neau reviewed operations activity with the Commission. He said there was a drop in general aviation activity. He said weather and fuel prices were a large factor in this drop. Mr. Neau said there is a discrepancy in Timmerman's traffic activity numbers. Timmerman has been asked to correct this error in reporting activity. Funding for other airports will be affected if Timmerman does not comply with this request.

Future Commission agenda items - **Special operations at Airport; Events at Airport (Applications/fees); Commendation to FABCO/Builders (Construction project east of Airport)**

A motion to adjourn was made by Commissioner Bruce with a second from Vice-chairman Crowley. The motion passed.

Meeting adjourned at 9:52 a.m.

Next Commission Meeting: March 8, 2006

Respectfully submitted

Dick Richards  
Secretary  
2/18/06

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